

ZONING ADMINISTRATOR

DEFINITION

Interpret and enforce the Williamsburg Zoning Ordinance. Investigate and act upon ordinance violations (including citizen complaints). Coordinate the processing of Planning Department permits and applications. Provide principal staff support for Board of Zoning Appeals; provide additional staff support to Planning Commission and Architectural Review Board. Work under the supervision of the Principal Planner.

EQUIPMENT TO BE USED AND LOCATION OF JOB

Automobile, computer, facsimile machine, photocopier, engineer's photocopier, engineer's and architect's scales, tape measure, tape recorder, telephone, camera, digital camera, computer, calculator, and general office equipment. This position is located in the Planning Department, on the second floor of the Municipal Building, with field work on public and private property.

ESSENTIAL FUNCTIONS

Perform technical and administrative work enforcing the zoning ordinance, processing variances, special exceptions, site plans and wetlands applications. Coordinate the processing of Planning Department permits and applications, including those coming before Board of Zoning Appeals, Planning Commission, and Architectural Review Board. Conduct site inspections with regard to permit applications and approved site plans. Prepare agendas for and attend Board of Zoning Appeals meetings. Investigate complaints of ordinance violations, take appropriate legal action, and prepare material for and present evidence in court cases. Provide back-up staff support for Architectural Review Board.

Administer site plan review processes and coordinate review with City staff. Act as liaison to developers. Present plans to Planning Commission. Communicate with citizens, architects, contractors, developers, and property owners. Administer Chesapeake Bay preservation/wetlands ordinances; review plans for compliance; field verify location of wetlands and Resource Protection Areas. Maintain and update official zoning map. Maintain records as required by the Zoning Ordinance. Perform related work as required.

PHYSICAL DEMANDS

Administers work typically sitting in an office, with field work requiring walking, crawling, stooping, bending, lifting and other limited physical activities, sometimes in inclement weather and in wooded areas. Frequent sustained operation of office equipment is required. Regular contact is made with employees within the organization and with the general public.

QUALIFICATIONS

Thorough knowledge of zoning principles, theories, practices and administration. Able to present facts clearly, both orally and in writing. Able to use independent judgment. Able to enforce ordinances, rules and regulations firmly, tactfully and impartially. Able to deal effectively with the public, Boards, Committees and city employees. Able to read and interpret maps, plats and site plans. Able to understand development ordinances and zoning codes. Graduation from an accredited college or university with a degree in Planning, Architecture, Engineering or a related field; five years of experience in planning, zoning or code administration with specific experience as a zoning administrator; or any equivalent combination of acceptable education and experience providing the knowledge, abilities and skills cited above. Able to do field inspections that involve physical agility (climbing, kneeling, crawling and walking). Basic computer skills required. Valid Virginia Driver's License is required. Certification as Zoning Administrator or ability to obtain within 12 months.